

## Information Tools

## Section 5

### Introduction

EHRP provides extensive management information to its users. The following three types of management information are used in EHRP:

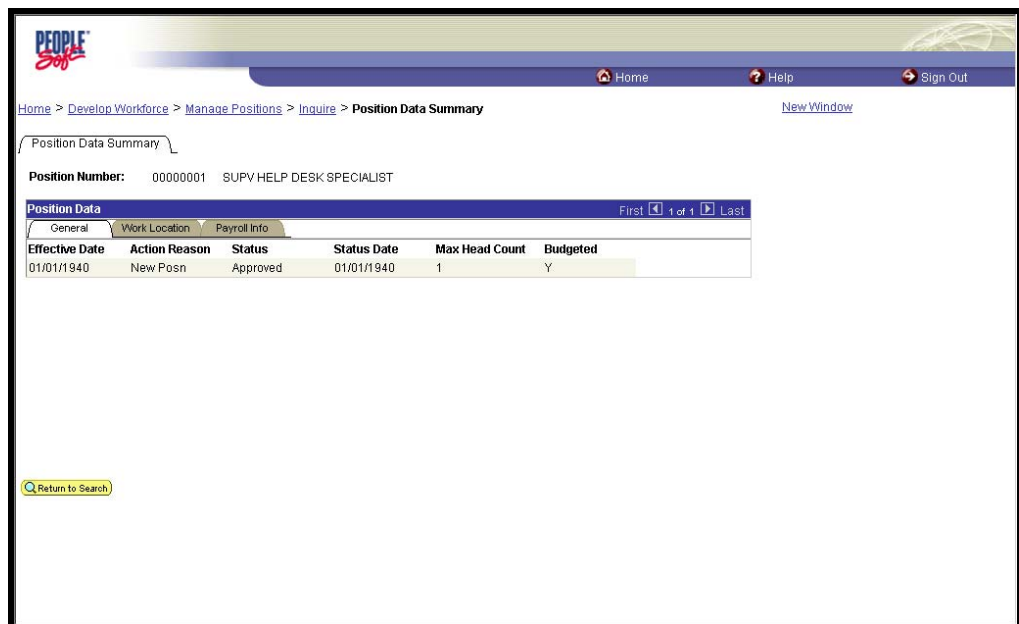
- Inquires
- Reports
- Queries

### Inquire Pages

Inquires are essentially pre-defined queries that are built into EHRP for users to easily access. The data is in view-only mode. Information on Inquire pages reflects the most current information that has been entered for a particular item in the database.

Since EHRP is accessed in a browser format, the inquiries can be printed using the Print button on your browser toolbar.

Inquire pages are accessed via the Inquire menu option. An example of an Inquire is the Position Data Summary page shown below.



Position Data Summary

Position Number: 00000001 SUPV HELP DESK SPECIALIST

Effective Date	Action Reason	Status	Status Date	Max Head Count	Budgeted
01/01/1940	New Posn	Approved	01/01/1940	1	Y

[Return to Search](#)

## Reports

Just as with inquiries, reports are essentially pre-defined queries that are built into EHRP for users to easily access. Reports can be printed as well.

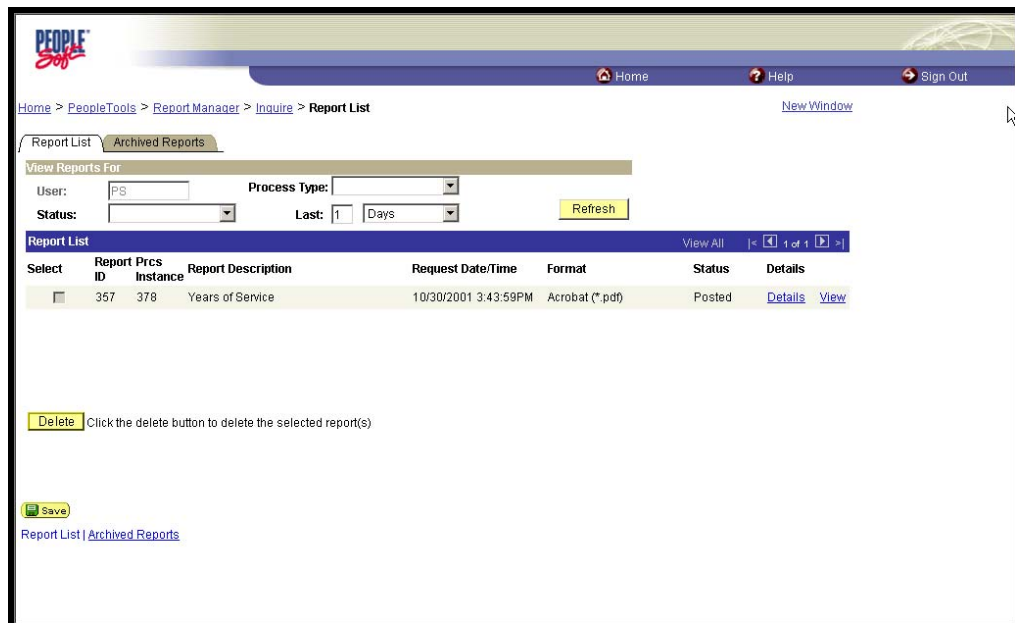
## Run Control IDs

Using Run Control IDs is a way of saving parameters for reports. When running a report, users can search on different criteria. To expedite the process, these criteria can be saved and used later.

Run Control IDs are as individual as the user. Two users can run the same report, calling it the same name, and yet have different criteria. Your Run Control ID is unique because it is based on your Operator ID and password.

## Report Manager

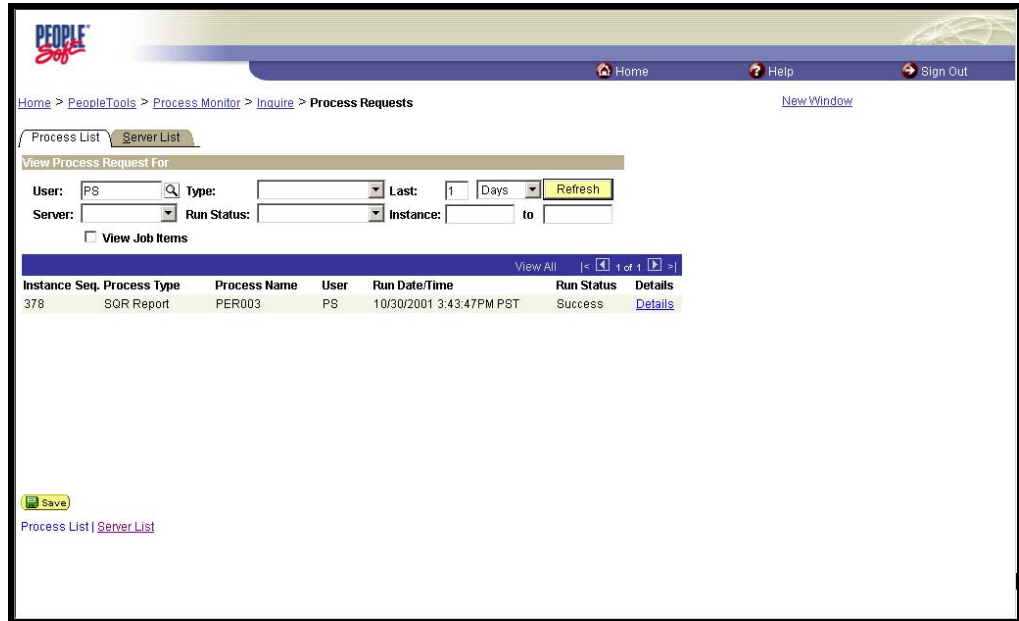
Report Manager provides a list of your own personal reports and processes.



The screenshot shows the PEOPLE Soft Report Manager interface. At the top, there is a navigation bar with links for Home, Help, and Sign Out. Below this, a breadcrumb trail reads: Home > PeopleTools > Report Manager > Inquire > Report List. A "New Window" link is also present. The main area has two tabs: "Report List" (selected) and "Archived Reports". Under the "Report List" tab, there is a "View Reports For" section with input fields for "User:" (containing "PS"), "Process Type:" (a dropdown menu), "Status:" (a dropdown menu), and "Last:" (containing "1" and "Days"). A "Refresh" button is to the right. Below this is a table titled "Report List" with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, and Details. The table contains one row with the following data: [checkbox], 357, 378, Years of Service, 10/30/2001 3:43:59PM, Acrobat (\*.pdf), Posted, and links for Details and View. Below the table, there is a "Delete" button with a tooltip that says "Click the delete button to delete the selected report(s)". At the bottom, there is a "Save" button and a link to "Report List | Archived Reports".

## Process Monitor

You can see the progress of your reports and processes on the Process Monitor. It also displays the status of the different servers that run your reports.



Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
378	SQR Report	PER003	PS	10/30/2001 3:43:47 PM PST	Success	<a href="#">Details</a>

## Queries

Queries are abbreviated, targeted reports that are designed to answer a specific question from a user. Only Power Users designated by your organization will have the ability to create queries.

